

740 25 FAMILY SERVICES CENTER (sq.m./SF)

Project Review: EFD -- NAVFAC HQ (20) -- Bureau of Naval Personnel (BUPERS) Code Pers -661C
Commandant of the Marine Corps (CMC) code MHF

Design Criteria: NAVFAC DM 37.05 (Family Services Centers will be included in the proposed Mil-Hdbk-1037/5
Community Facilities), **FSC Staffing Manual**

Family Service Centers (FSCs) may be established as required to provide **information and referral services, education and training services, and counseling services** for the **active duty population** with services usable to **dependents and retirees**. The centers require open areas such as **visiting rooms** and **conference areas** with the majority of space allotted to **individual offices** conducive to execution of high quality and confidential service delivery.

Space Allowances provide for **baby/toddler play areas, waiting room, record storage, individual counselor offices, administrative areas, storage areas for hospitality kit, general storage, conference rooms, staff areas, and classroom spaces for training exercises conducted by all FSCs.**

Capacity shall be determined by actual count of **active duty** and **full time reserve** military personnel receiving installation support who are entitled to FSC services. **Overseas** areas should **include the number of DOD** employees entitled to services. Justification remains the responsibility of the sponsoring command with requirements based on local needs. Adjust these figures for any projected increase/decrease in military population or mission changes.

New activities having no historical backup: Determine the total number of **active duty** and **full time reserve** personnel **receiving direct installation support**.

Compare population totals to population per class sizes in the FSC Staffing Standards Manual to determine the number of staff personnel required for the FSC. **Determine Class type using Table 740 25A** (consult Pers-661C (DSN 227-6604) to ensure that the informatin in Table 740 25A reflect the latest standards) **and then use Table 740 25B for sizing. If the activity is not in Table 740 25A, use the activity's military population in Table 740 25B to determine the requirements** (Gross area for each class is at the bottom of the column).

The Delta column in Table 740 25A indicates additional personnel associated with a particular activity class.

For **Marine Corps Activities** use **Table 740 25C to determine requirements.**

Note: 1.) Many service agencies such as NADSAP, Navy-Marine Corps Relief, American Red Cross and CAA are co-located with FSCs. These areas are not a part of the Family Services Center and should not be counted against the requirements. For Red Cross see CC 740 12.

2.) Gross area for volunteers will be 14 square meter (150 gross square feet) per person. The number of volunteers per facility will be based on historical data for FSC volunteers at the local level. Requests for volunteer gross area for individual FSCs must be submitted to BUPERS-66 for review.

Table 740 25A
(Naval Activities)

	CLASS	TYPE	DELTA (+ -)		CLASS	TYPE	DELTA (+ -)
Adak	I	B	+1	Mobile	I	J	
Alameda	V	B	+1	Moffett Field	III	BK	+1
Annapolis	I			Naples	II	BBCC	+4
Atsugi	I			NDW	V	B	+1
Bangor	III	AB	+2	Newport	III	D	+1
Barbers Point	III	E		New London	V	B	+1
Bermuda	I			New Orleans	II	BBC	+3
Brunswick	II	B	+1	New York	I	BJ	+1
Cecil Field	IV	ABE	+2	Norfolk	VIII	BBCCHHI	+7
Charleston	VI	BC	+2	North Island	V	BE	+1
Chase Field	I	K		NPS	II	B	+1
China Lake				Oceana	V		
Corpus Christi	I	B	+1	Okinawa	II		
Dahlgren	I			Orlando	V	BF	+1
Dallas	I	B	+1	Panama	I		
Earle	II			Panama City			
Edzel	I			Pascagoula	I	J	
Everett	I	J		Pax River	II		
Fallon	I			Pearl Harbor	V	B	+1
Ft. Meade	I			Pensacola	IV	BDC	+2
Gaeta	I			Philadelphia	IV	BK	+1
Great Lakes	V	FB	+1	Point Hueneme	II	B	+1
Guam	IV	BB	+2	Point Loma	II	ABE	+2
Guantanamo	II			Point Mugu	II		
Gulfport	II	B	+1	Portsmouth NH	I		
Idaho Falls				Portsmouth VA	(Satellite)		
Ingleside	I	J		Puget Sound	IV	BC	+2
Jacksonville	V			Roosevelt Roads	II	BC	+2
Keflavic	I	B	+1	Sasebo	II	C	+1
Key West	II	AB	+2	Rota	II	BC	+2
Kings Bay	III			San Diego	VII	B	+1
Kingsville	I			Scotia			
La Maddalena	I			Sigonella	II	BBC	+3
Lemore	III	A	+1	South Weymouth	I		
Little Creek	V	ABE	+2	Subase San Diego	III	ABE	+2
London	I			Subic Bay	III	BK	+1
Long Beach	V	BK	+1	Treasure Island	II		
Mare Island	III	B	+1	Wahaiawa	I		
Marietta	I			Whidbey Island	IV	AB	+2
Mayport	VII			Whiting Field	I	D	+1
Memphis	IV	BD	+1	Willow Grove	I	B	+1
Meridian	I	D	+1	Yokosuka	IV	A	+1
Miramar	IV	ABE	+2	Yorktown	IV		

Key To TYPE code:

- | | |
|--|--|
| A - Deploying Base (10 + Deploying Units) | G - Significant Population Served By Other FSCS |
| B - Retirees/ Other Military | H - Contract Monitor |
| C - Operates Remote Site | I - Contract Administrator |
| D - Training Command | J - Size Based On Homeporting Projections |
| E - Two Plus FSCS In Area | K - Base Closure |
| F - Recruit Training Command | |

N.B. Additional justifiable staff for program requirements must be approved by the program manager in PERS-66

Table 740 25B (NAVY)

CLASS	I			II			III			IV		
Military Population	2K			2-4K			4-7K			7-10K		
FUNCTION	Pn	Net Area		Pn	Net Area		Pn	Net Area		Pn	Net Area	
		sq.m.	SF		sq.m.	SF		sq.m.	SF		sq.m.	SF
DIRECTOR	1	14	150	1	14	150	1	14	150	1	14	150
DEPUTY DIRECTOR	1	14	150	1	14	150	1	14	150	1	14	150
Human Services Analyst												
Chief of Counseling							1	18	190	1	18	190
Counselor	1	14	150	2	28	300	2	28	300	2	28	300
Social Work Assistant												
Family Advocacy Spec.	1	14	150	1	14	150	1	14	150	2	28	300
Information&Referral Coord.							1	8	90	1	8	90
Information&Referral Spec.	1	8	90	1	8	90	1	8	90	1	8	90
Community Services Supr.										1	14	150
Program Coordinator	1	9	100	1	9	100	1	9	100	1	9	100
Program Coordinator (Child)												
Program Specialist (1/SK)							1	8	90	1	8	90
Outreach Specialist												
Spouse Employ.Assist. Prog.	1	9	100	1	9	100	1	9	100	1	9	100
Spouse Employ. Assit. Spec.												
Return & Reunion Spec.										1	8	90
Community Specialist												
Community Assistant												
Relocation Coordinator (NC)	1	8	90	1	8	90	1	8	90	1	8	90
Relocation Specialist										1	6	60
Special Project												
Volunteer Coordinator							1	8	90	1	8	90
Financial Educator				1	8	90	1	8	90	1	8	90
Management Inform. Sys.							1	8	90	1	8	90
Admin.(1/YN)	2	17	180	2	17	180						
Admin.(1/YN3)							2	17	180	3	25	270
FAP												
Prevention Education Spec.	1	14	150	1	14	150	1	14	150	2	28	300
Admin. Assistant												
RAP/TAMP												
Section Manager	1	14	150	1	14	150	1	14	150	1	14	150
RAP/TAMP Counselor	1	14	150	2	28	300	2	28	300	3	42	450
RAP Counselor												
TAMP Counselor												
RAP/TAMP Counselor												
ADP/Admin Assistant	1	9	100	1	9	100						
ADP Operator							1	9	100	1	9	100
Admin. Assistant							1	9	100	1	9	100
CLASSROOM/CONFERENCE Rm		65	700		65	700		65	700		65	700
STAFF LOUNGE		19	200		19	200		19	200		19	200
LOBBY		23	250		23	250		23	250		23	250
RECEPTION	1	14	150		14	150		14	150		14	150
CHILD CARE		19	200		19	200		19	200		19	200
JANITOR CLOSET		9	100		9	100		9	100		9	100
HOSPITALITY KIT STORAGE		37	400		37	400		37	400		37	400
STORAGE		9	100		9	100		9	100		9	100
TOTAL PN. (STAFFING)	15			18			24			22		
TOTAL NSF		354	3,810		390	4,200		451	4,850		529	5,690
GSF (NSF + 25% Cir. + 5-10% Mech. Elec.&Communications)		473	5,100		522	5,600		603	6,500		708	7,600

Table 740 25B (NAVY)

CLASS	V			VI			VII			VIII		
Military Population	10-20K			20-40K			40-70K			70+K		
<u>FUNCTION</u>	Pn	Net Area		Pn	Net Area		Pn	Net Area		Pn	Net Area	
		sq.m.	SF		sq.m.	SF		sq.m.	SF		sq.m.	SF
DIRECTOR	1	14	150	1	14	150	1	14	150	1	14	150
DEPUTY DIRECTOR	1	14	150	1	14	150	1	14	150	1	14	150
Human Services Analyst										1	8	90
Chief of Counseling	1	18	190	1	18	190	1	18	190	1	18	190
Counselor	4	56	600	4	56	600	5	70	750	5	70	750
Social Work Assistant	1	14	150	2	28	300	2	28	300	2	28	300
Family Advocacy Spec.	2	28	300	2	28	300	2	28	300	2	28	300
Information&Referral Coord.	1	8	90	1	8	90	1	8	90	1	8	90
Information&Referral Spec.	1	8	90	2	17	180	2	17	180	2	17	180
Community Services Supr.	1	14	150	1	14	150	1	14	150	1	14	150
Program Coordinator	1	9	100	1	9	100	1	9	100	1	9	100
Program Coordinator (Child)							1	9	100	1	9	100
Program Specialist (1/SK)	3	25	270	4	33	360	5	42	450	6	42	540
Outreach Specialist							1	8	90	1	8	90
Spouse Employ.Assist. Prog.	1	9	100	1	9	100	1	9	100	1	9	100
Spouse Employ. Assit. Spec.	1	8	90	1	8	90	1	8	90	1	8	90
Return & Reunion Spec.	1	8	90	1	8	90	1	8	90	1	8	90
Community Specialist				1	8	90	1	8	90	1	8	90
Community Assistant										1	8	90
Relocation Coordinator (NC)	1	8	90	1	8	90	1	8	90	1	8	90
Relocation Specialist	1	6	60	1	6	60	1	6	60	1	6	60
Special Project				1	8	90	1	8	90	1	8	90
Volunteer Coordinator	1	8	90	1	8	90	1	8	90	1	8	90
Financial Educator	1	8	90	1	8	90	1	8	90	1	8	90
Management Inform. Sys.	1	8	90	1	8	90	1	8	90	1	8	90
Admin.(1/YN)												
Admin.(1/YN3)	3	25	270	5	42	450	6	50	540	7	59	630
<u>FAP</u>												
Prevention Education Spec.	2	28	300	3	42	450	3	42	450	3	42	450
Admin. Assistant				1	9	100	1	9	100	1	9	100
<u>RAP/TAMP</u>												
Section Manager	1	14	150	1	14	150	1	14	150	1	14	150
RAP/TAMP Counselor	3	42	450	4	56	600	4	56	600			
RAP Counselor										3	42	450
TAMP Counselor										3	42	450
RAP/TAMP Counselor												
ADP/Admin Assistant												
ADP Operator	1	9	100	1	9	100	1	9	100	2	19	200
Admin. Assistant	1	9	100	1	9	100	1	9	100	2	19	200
CLASSROOM/CONF Rm		74	800		74	800		93	1000		93	1000
STAFF LOUNGE		28	300		28	300		28	300		28	300
LOBBY		33	350		33	350		33	350		33	350
RECEPTION	1	14	150	1	14	150	1	14	150	1	14	150
CHILD CARE		19	200		19	200		19	200		19	200
JANITOR CLOSET		9	100		9	100		9	100		9	100
HOSPITALITY KIT STORAGE		37	400		46	500		46	500		46	500
STORAGE		9	100		9	100		9	100		9	100
TOTAL PN. (STAFFING)	37			47			52			60		
TOTAL NSF		591	6,360		739	7,950		805	8,670		899	9,680
GSF (NSF + 25% Cir. + 5-10% Mech. Elec.&Communications)		790	8,500		989	10,650		1,077	11,600		1,202	12,950

MARINE CORPS FAMILY SERVICE CENTER

Table 740 25C

CLASS	SMALL			LARGE		
Military Population (Active Duty)	(Under 10,000)			(10,000 and OVER)		
<u>FUNCTION</u>	Pn	Net Area		Pn	Net Area	
		sq.m.	SF		sq.m.	SF
DIRECTOR	1	14	150	1	14	150
Deputy Director	1	14	150	1	14	150
SNOIC	1	9	100	1	9	100
Program Coordinator	1	9	100	1	9	100
Information & Referral Specialist	1	8	90	2	17	180
Family Readiness/ Vol Coordinator	1	8	90	1	8	90
Admin	2	17	180	3	25	270
Chaplain	1	14	150	1	14	150
Family Counselor	1	14	150	1	14	150
Financial Counselor	1	14	150	1	14	150
<u>CAREER RES. MGMT CENTER</u>						
Career Res Manager	1	14	150	1	14	150
Tamp Counselor	1	14	150	2	29	300
Program Analyst	1	8	90	2	17	180
<u>RELOCATION SECTION</u>						
Relocation Manager	1	14	150	1	14	150
Relocation Counselor	1	14	150	2	28	300
Program Analyst	1	14	150	2	28	300
<u>FAMILY ADVOCACY</u>						
FAP Manager	1	14	150	1	14	150
Clinical Supervisor				1	190	190
Counselor	2	28	300	4	56	600
Admin. Assistant				1	9	100
Prevention Specialist				4	56	600
Community Health Nurse	1	8	90	4	33	360
Social Worker	1	14	150	3	42	450
CLASSROOM/CONFERENCE Rm		65	700		74	800
STAFF LOUNGE		23	250		28	300
LOBBY		23	250		28	300
RECEPTION	1	14	150	1	14	150
CHILD CARE		19	200		19	200
JANITOR CLOSET		9	100		9	100
HOSPITALITY KIT STORAGE		37	400		46	500
STORAGE		9	100		9	100
TOTAL PN. (STAFFING)	23			42		
TOTAL Net Area		464	4940		722	7820
GROSS AREA (Net area+ 25% Cir. +5-10% Mech. Elec.&Communications)		618	6,600		966	10,500

740 12 RED CROSS/NAVY RELIEF (sq.m./SF)

Space for Red Cross and/or Navy Relief functions can be provided within the Family Services Center (Code 740 25) when available. This space however should not be counted against the requirements for Family Services Center. Space may be provided in other facilities on base when available. This space is not counted against Navy requirements.